



CITY OF FORT LAUDERDALE
invites applications for the position of:
**PROJECT MANAGER II-Water and
Wastewater Infrastructure**

SALARY: \$72,912.68 - \$113,009.35 Annually

OPENING DATE: 01/08/19

CLOSING DATE: Continuous

THE POSITION:



The City of Fort Lauderdale is seeking Project Managers to oversee engineering assignments in one or more specialized areas of **water and wastewater infrastructure, drainage and other related areas**. Professionals that are motivated to take on today's greatest challenges and rewards in the field of engineering in local public service. Professionals who are passionate about making a difference and achieving our mission: We Build Community, in a fast-paced organization that operates by vision, strategy, and action. Would you fit in? [Click here to apply.](#)

ESSENTIAL JOB FUNCTIONS

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed herein if such duties relate to the position.

- Manages engineering consultants and contractors during the design and construction of CIP projects; performs site inspections; ensures projects are completed on time, on budget, and with high levels of quality assurance
- Prepares, negotiates, executes, and manages task orders for professional consultants and contractors
- Prepares and oversees the preparation of Requests for Proposals (RFP), Requests for Qualifications (RFQ), and other bidding documents for a variety of services and resources in compliance with municipal, state, and federal code requirements
- Provides analysis, evaluation, and recommendation for award of contract; prepares projects for bid, including reviewing of plans, specifications, and estimates
- Reviews and approves contractor and consultant pay requests
- Develops and monitors project scope, budget, and schedule
- Prepares reports for upper management and stakeholder information
- Provides technical information and guidance on municipal projects; resolves project related issues
- Prepares required municipal, state, and federal reports for various construction projects; prepares reports, memorandums, and related correspondence pertaining to contract and regulatory compliance
- Produces construction documents and specifications
- Coordinates with other City departments, external agencies and applicants on projects
- Drafts commission memorandum for Commission Approval
- Performs related work as required

PREFERRED REQUIREMENTS

1. Possession of a current License as a registered Professional Engineer in the State of Florida or as a **Certified Construction Manager** or Certification as a Project Management Professional (PMP).

Special Requirements:

Non-Essential Employees will not be required to work during a declared emergency but may be required to work in some capacity after the declared emergency. The employee's Department Head will determine when the employee will be required to work.

WORKING ENVIRONMENT:

Work Environment	Frequency Working in Designated Environment
Office or similar indoor environment	Frequently or Often
Outdoor environment	Sometimes
Street environment (near moving traffic)	Sometimes
Construction site	Sometimes
Confined Space	Seldom or Never
In the community (homes, businesses, etc.)	Seldom or Never
Lab	Seldom or Never
Warehouse environment	Seldom or Never

PHYSICAL STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods of time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PERFORMANCE INDICATORS:

CORE COMPETENCIES

Passion for job: Maintains a high degree of enthusiasm, self-reliance, and self-starting approach to achieve and maintain higher levels of performance. Lead by example to inspire employee commitment and motivation to ensure that Community Builders (employees) and neighbors (customers) experience the highest level of service and satisfaction.

Commitment to Excellence/Continuous Improvement: Demonstrates a commitment to quality, takes pride in work, and strives to deliver the best possible results. Upholds the City's Quality Management System (QMS) through provision of consistent quality services that meet the needs and expectations of neighbors (customers) and other interested parties. Aims to enhance neighbor satisfaction with city services by looking for opportunities to improve performance, generating ideas for improving processes, and thoroughly reviews work. Resilience, determination and innovation are all qualities essential for success.

Job Knowledge: The demonstration of specialized knowledge required to perform the job. Takes initiative in learning and implementing new concepts, technologies, and/or methods.

Customer Service Orientation: Keeps internal and/or external customer(s) in mind at all times. Strives to proactively address customer concerns and needs. Assists business partners and neighbors to achieve their work goals via application of their own skills and knowledge; strives to provide consistent customer satisfaction and proactively seek customer feedback.

Personal Credibility: Projects self-control, confidence, and composure while managing

emotions, time, energy, and performance.

Results Orientation: Demonstrates knowledge of what results are important, and focuses resources to achieve them.

Accountability: Takes personal responsibility for outcomes.

Engagement: Care about work assignments and meets expectations for work schedules and accomplishing assignments. Shows commitment to the organization and its goals.

Communication: Speaks, writes, and listens effectively in a variety of circumstances, shares information and ideas with others.

Ethics and Integrity: Degree of trustworthiness and ethical behavior of an individual with consideration for the knowledge one has of the impact and consequences when making a decision or taking action. All community builders should familiarize themselves with the *City's Policy and Standards Manual (PSM) Chapter 6, Section 10, Sub Section 8 (City Employee Code of Ethics)*.

Teamwork: Works effectively with others to achieve business goals and objectives. Takes steps to promote cohesiveness, collaboration and synergy with associates throughout the organization. Bridges personal, business and cultural differences to work effectively in team settings.

SPECIFIC COMPETENCIES

Analytical Thinking: Builds a logical approach to address problems or opportunities or manage the situation at hand by drawing on own knowledge and experience base and calling on other references and resources as necessary.

Attention to Detail: Demonstrates responsibility for, and handles accurately, the details associated with one's work.

Building Collaborative Relationships: Establishes rapport with people easily, develops and maintains a network of contacts that can provide information, help and access to others.

Diagnostic Information Gathering: The ability to identify the information needed to clarify a situation needed to clarify a situation, seek that information from appropriate sources, and uses skillful questioning to draw out the information, when others are reluctant to disclose it.

Goal Orientation: Focuses on achieving goals and results; willing to persist in the face of obstacles.

Problem Solving & Decision Making: Analyzing and diagnosing problems to resolve them or minimize their negative consequences. Isolating, defining and seeking solutions to problem areas. Analyzing problems or procedures, evaluate alternatives, and select best course of action. Adapting traditional approaches or devising new approaches, concepts, methods, designs, processes, technologies and systems.

Project Management: Demonstrates the ability to manage the course of a project in the most efficient and effective way.

Technical Expertise: Applies and improves extensive or in-depth specialized knowledge, skills, and judgment to accomplish a result or to accomplish one's job effectively.

SUPERVISORY / NON-SUPERVISORY COMPETENCIES

Continuous Learning: The extent to which one is able to independently determine the need

for personal and professional growth, appropriately identify relevant learning opportunities, and willingly participate in such developmental opportunities.

Teamwork: Works effectively with others to achieve business goals and objectives. Takes steps to promote cohesiveness, collaboration and synergy with associates throughout the organization. Bridges personal, business and cultural differences to work effectively in team settings.

SUPPLEMENTAL INFORMATION

Established Date: 11/18/2018 Revised Date: November 30, 2018
Management Category: 3 Classification Level: Principal
FLSA: Non-Exempt EEO Code: 2 – Professional
Job Code: FP029 Pay Grade: FP11

The City of Fort Lauderdale is **AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AFFIRMATIVE ACTION EMPLOYER**. All applicants receive consideration for employment without regard to race, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability or any other protected classification as defined by applicable law (except as limited by Personnel Rules, Collective Bargaining Agreements, or bona fide occupational qualifications).

In compliance with the **Drug-Free Workplace** Act of 1988, the City of Fort Lauderdale is committed to providing a safe, quality-oriented and productive work environment consistent with the standards of the community in which it serves. Alcohol and drug abuse poses a threat to the health and safety of City's community builders and to the security of the City's equipment and facilities. For these reasons, the City is committed to the elimination of drug and alcohol use and abuse in the workplace.

Title I of the Americans with Disabilities Act (ADA) protects qualified individuals with disabilities from employment discrimination. Under the ADA, a person has a disability if he has a physical or mental impairment that substantially limits a major life activity. The physical demands described within the job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the ADA, the City of Fort Lauderdale will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

THE REQUIREMENTS:

1. Bachelor's degree in construction management, , civil engineering or related field and three (3) to five (5) years of experience , in construction management, and/or public works engineering (streets, water & wastewater infrastructure, drainage or related areas).
2. Additional qualifying experience or completion of coursework at an accredited college or university in a job related field, may substitute on a year-for-year basis for one year of the required experience

*** Please attach copies of your college degree(s) and applicable registration(s) and/or certification(s).**

THE EXAMINATION AND HOW TO APPLY:

Depending on the number of applications and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training & Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment. Open until sufficient applicants have applied.

An eligible veteran who enters an open-competitive examination shall receive preference points added to the total passing score earned in the examination as provided for in the Florida Statutes. To obtain veteran's preference, candidates MUST submit a copy of separation papers and the City of Fort Lauderdale's veteran's preference claim form ([J204](#)).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.fortlauderdale.gov>

100 North Andrews Avenue
Fort Lauderdale, FL 33301
954-828-5300

sshannon@fortlauderdale.gov

Position #FP029-01
PROJECT MANAGER II-WATER AND WASTEWATER
INFRASTRUCTURE
CL

PROJECT MANAGER II-Water and Wastewater Infrastructure Supplemental Questionnaire

- * 1. This application supplement is an integral part of the application process and must be completed together with the formal application in order for you to be considered as an applicant. Answer each question as thoroughly as possible, with information and examples that are relevant to your personal knowledge and hands-on experience, as your responses will be rated by how they relate to the position to be filled. Please answer each question in this application supplement directly and DO NOT make references such as "See Resume." Failure to complete the answers in this supplement may result in a lower rating. Unanswered questions, incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. If a supplemental question is not applicable, or you do not have an answer, please indicate "N/A" as your response. Please indicate that you have read and understand the above instructions by typing your name below.

- * 2. Do you currently work for the City of Fort Lauderdale? If so, indicate status.
 - Full-time
 - Part-time
 - Temporary
 - N/A

- * 3. Do you possess a valid Professional Engineer (PE) license in Florida or other state in the US?
 - Yes No

- * 4. Do you possess a Bachelor's or other advanced degree in Civil Engineering, Construction Management, Project Management, or other appropriate technical field.
 - Yes
 - No

- * 5. Do you possess at least four (4) years of progressively responsible post-graduate experience in one or more of the following areas: design and construction of water, wastewater or stormwater improvement projects.
 - Yes
 - No

- * 6. If you answered yes to question #5, please provide a detailed description of your experience.

- * 7. Describe your knowledge and experience in permitting for water, wastewater and stormwater systems with the local, State, and Federal permitting agencies (e.g. Broward County EPD and DOH, FDEP, etc.)

- * 8. Describe your knowledge and experience in developing and/or reviewing hydraulic and hydrologic models, calibration of models, input/output analysis, and use of Geographic Information System (GIS) and other modeling software for water, wastewater and stormwater systems (e.g. InfoWater, InfoSWMM, etc...)

- * 9. Describe your knowledge and experience in working with AutoCAD Civil 3D, ArcGIS, and any other type of Asset Management Software/Systems.

- * 10. What interests you about working for the City of Fort Lauderdale and why are you the best candidate for this position?

- * 11. Describe your knowledge and experience in the design/construction of infrastructure, including streets, sidewalks, right-of-way improvements, and airport projects, and related facilities.

- * Required Question